

53-0992

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Approval of \$300 Incentive Award for [redacted]

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REFERENCE: Regulation No. [redacted], Incentive Awards Program, Paragraph 6b(5)

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1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 3.

2. The CIA Incentive Awards Committee approved the following award on 8 March 1956:

Suggestion #2145 - [redacted], Intelligence Analyst,
DDP/RI/PI/CS, GS-1

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Summary of Suggestion: [redacted] proposed a form to reduce the listing of references in DDP/RI/PI from three operations to one. Present Procedure: After receipt in RI Index Section of Name Check Requests, references to documents containing information concerning the subject of the request are listed on [redacted]

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[redacted] Analysts in the RI Correspondence Section receiving the completed name checks re-list the references [redacted] in order to request the documents from the File Section. File Section personnel must then re-list each document reference on Form No. 35-28, Document Charge-Out Form, which is filed in place of the document removed from the file. Proposed Procedure: The procedure and form proposed by [redacted] would be as follows: (1) Index Personnel would list the references under the appropriate heading on Form No. 924, File Charge-Out, and attach it to the Name Check Request. (2) Analysts would complete the form by inserting their name, room number, and extension, detach the top perforated sheet, and forward to File Section. (3) File Section would separate the sheet into individual charge-out forms and place in the folders.

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Evaluation of Concerned Offices: Upon the Recommendation of RI

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adoption of the new Form No. 924, File Charge-Out, is being accomplished through the efforts of that office and Records Management Staff, Management Staff. Estimated savings are:

1404 hours saved annually by a clerk, GS-4
(1404 x \$1.64) \$ 2,302.56

3900 total hours saved annually by 30 analysts (average grade GS-8) 3900 x \$2.39 \$ 9,321.00
Total annual dollar savings \$11,623.56

Recommendation: An award of \$300 (\$285 based on tangible savings and \$15 for intangible benefits - analysts doing less clerical work, less paper used, reduction in number of errors in listing references only once).

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3. In accordance with [] paragraph 6b(5), your approval of this award of \$300 is recommended. If approval is granted, your assistance in obtaining the Director's signature on the attached Certificate of Award would be appreciated.

SIGNATURE

[]
Chief, Management Staff

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AWARD APPROVED:

[]
Deputy Director (Support)

MAR 15 1956

Date

Reference the savings involved herein. There are about 2,000 working hours a week average and saving \$1,400 on the part of one clerk is 70% of a body. Which part of the body to cut off is, of course, the question. Similarly, 3,900 hours a year saved by 30 analysts gets down to cutting off fingers and toes. However, because RI is constitutionally undermanned, the hours saved can go to helping the manning problem as such. So if one puts this kind of view on the dollars of savings as noted herein, there will be found a contribution toward work accomplishment approximating the figures.

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Attachment
Certificate of Award

Distribution:

Orig. and 2 addresses

1 - Chrono

1 - File #2145

MgtS/IAS:mb [] (21 March 1956) -

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